



DLA ADMINISTRATIVE SUPPORT CENTER

POSITION: Contract Administrator
GS-1102-12

ANNOUNCEMENT: DCMDI-12-CS

LOCATION: Defense Contract Management District
International (DCMDI)
Duty Station: Saudi Arabia

OPENING DATE: 8/14/96

CLOSING DATE: Open Continuous

AREA OF CONSIDERATION: Appointable Employees of the Department of Defense

APPOINTMENT CRITERIA: Currently tour lengths in Saudi Arabia are being limited to one year on an unaccompanied basis. However; this situation may change at any time, and if so, dependents would be allowed to join employees in Saudi Arabia at the time of such change. Until then employees would receive separate maintenance allowance (SMA) for their dependents who remain in the United States.

DUTIES: The incumbent serves as a warranted administrative contracting officer (ACO) on a multifunctional team. Duties include: responsible for the administration of a group of contracts, such as fixed-price, fixed-price with incentives, cost-plus-fixed fee and basic ordering agreements. Contracts are for state-of-the-art complex equipment, components and spares for major systems, engineering and scientific studies, extensive technical services, or research and development for specialized equipment or components. Decisions made are binding upon the Government and must, therefore, be based upon wide knowledge of law, regulations and practices peculiar to defense contracting.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the GS-11 level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the above position. Examples of qualifying specialized experience include: (1) developing, preparing, and presenting terms and conditions in bids or proposals related to the award of contracts; (2) negotiating and awarding contracts, contract modifications, and/or subcontracts; (3) administering the terms and conditions of contracts, including such aspects as preparing contract modifications, evaluation of performance under the contract, and contract termination; (4) analyzing proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating costs through various types of overhead and general and administrative expense; and (5) formulating policies and procedures for the acquisition of goods or services, participating in procurement management reviews and contract clearance, or developing positions on claims and protests related to contracts. Applicants must have served one year in grade GS-9 to meet OPM time-in-grade requirements.

DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) EDUCATION REQUIREMENTS :

In addition to the above qualification requirements, applicants must meet DAWIA education requirements. Applicants who have 10 years of acquisition experience as of October 1, 1991, do not have to meet the DAWIA education requirements. All other applicants must have received a baccalaureate degree from an accredited educational institution; OR have completed 24 semester hours of study from an accredited institution in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; OR have passed an examination considered by the Secretary of Defense to

demonstrate the knowledge, skills, and abilities comparable to the above 24 semester hours.

EVALUATION METHODS:

MAXIMUM POINT VALUE

1. Quality of Experience	65
2. Performance Appraisal	20
3. Education, Training and Self- Development	10
4. Awards	<u>5</u>
	100

METHOD OF RANKING: Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

EMPLOYMENT CONSIDERATION: Applicants will be referred to selecting officials as openings occur. Eligibility is good for 6 months. After that time, applicants who still wish to be considered for employment opportunities may request that their eligibility be extended for another 6 months.

OTHER:

1. This position may be filled through means other than the competitive promotion process. This may include reassignments or repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. This position is designated noncritical-sensitive, as defined in DoD 5200.2-R and therefore requires that a personal security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.
3. Applications will be accepted from VRA eligibles and disabled veterans who are in receipt of compensation at the rate of 30% or more.
4. If you are a status candidate, meet the qualification requirements, and are eligible for a Veteran's Readjustment Act appointment, your application will be considered under merit promotion procedures and referred noncompetitively for a Veteran's Readjustment Act appointment.
5. Time in grade and qualification requirements must be met by the closing date of this announcement.
6. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
7. Incumbent is required to file an annual financial statement.
8. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
9. Acquisition workforce position category C.

HOW TO APPLY: Applicants may choose any of the following written application formats:

(1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.

(2) SF 171, Application for Federal Employment.

(3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

- a. The attached Merit Promotion Questionnaire.
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). **FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S**

OVERALL RATING. Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.

c. A list of all awards received within the past 10 years, including the dates of the awards.

d. Copy of recent SF-50, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

WHERE TO APPLY: ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. **APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.**

For further information regarding this vacancy, call at (703) 767-7118 or DSN 427-7118. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR OTHER NONDISQUALIFYING PHYSICAL OR MENTAL HANDICAPS.

***** IF THIS POSITION IS FILLED BY A MILITARY SPOUSE RESIDING IN THE COMMUTING AREA, THE MILITARY SPOUSE WILL BE GIVEN AN EXCEPTED SERVICE APPOINTMENT UNDER SCHEDULE A AUTHORITY 213.3106. (b) (6).**

Merit Promotion Questionnaire

Position: Contract Specialist, GS-1102-12

Location: Saudi Arabia

JOA#DCMDI-12-CS

Applicant Name: _____
SSN: _____ **Office Phone:** _____

Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible.

How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Each Ranking Question includes the point value assigned to it. Please mark your answers clearly. You cannot submit any information after the JOA closes.

Answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Unless otherwise instructed, circle every answer which applies. After each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application has identifying letters for experience sections. For example, if you got your experience in your current job and in your most recent job, you would enter A-B in the "Where on Application" column. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Business Administration/Management, Economics, Finance, Marketing, System Management

Level of Education	Major (points)			
8 Semester/12 Quarter Hours	_____ Any Major (0)			
16 Semester/24 Quarter Hours	_____ Any Major (0)			
1 Academic Year	_____ Any Major (2)			
2 Academic Years	_____ Related Major (6)	_____ Other Major (4)	_____ Any Major (0)	
3 Academic Years	_____ Related Major (9)	_____ Other Major (6)	_____ Any Major (0)	
Bachelor's Degree	_____ Related Major (15)	_____ Other Major (9)	_____ Any Major (0)	
1 Graduate Academic Year	_____ Related Major (15)	_____ Other Major (10)	_____ Any Major (0)	
Master's Degree or Higher	_____ Related Major (15)	_____ Other Major (12)	_____ Any Major (0)	

Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

_____ Value Engineering _____ Meritorious or Superior Civilian Service
 _____ EEO Award _____ Commendable Service Certificate
 _____ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)

Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are:
 GS-1102,

Rating Level	Related	Unrelated
Exceptional (Level 5)	_____ 5 points each	_____ 3 points each
Highly Successful (Level 4)	_____ 4 points each	_____ 2 points each
Fully Successful (Level 3)	_____ 3 points each	_____ 1 points each
Below Fully Successful (Level 1 or 2)	_____ 0 points each	_____ 0 points each

Ranking Questions	Where on Application
Contract Administrator, GS-1102-12	
Up to 65 points are awarded for experience. Circle the letters of the responses that describe your work experience. More than one response may apply to each question. The numbers in brackets indicate the point value for each question and each response.	
<p>1. With which of the following contractual documents do you have hands-on experience? [MAX 10 PTS]</p> <ul style="list-style-type: none"> a. Indefinite Delivery type contracts [2] b. Fixed Price Contracts [2] c. Basic Order Agreements [2] d. Delivery Orders [2] e. Purchase Orders [2] f. None of the above [0] <p>2. Which of the following functions have you actually performed? [MAX 8 PTS]</p> <ul style="list-style-type: none"> a. Contract Review [2] b. Cost and price Analysis [2] c. Negotiations and awards of contracts/modifications [2] d. Post Award conferences [2] e. None of the above [0] <p>3. Are you currently DAWIA certified at level II? [MAX 8 PTS]</p> <ul style="list-style-type: none"> a. Yes [8] b. No [0] <p>4. Have you trained employees on contracting policies and procedures? [MAX 3 PTS]</p> <ul style="list-style-type: none"> a. Yes [3] b. No[0] <p>5. What is the highest range for which you have had responsibility for negotiating? [MAX 4 PTS]</p> <ul style="list-style-type: none"> a. \$500,000 and up [4] b. \$100,000-\$499,999 [3] c. \$50,000-\$99,999 [2] d. \$25,000-\$49,999 [1] e. None of the above [0] 	

Ranking Questions	Where on Application
<p>6. In which of the following are you trained or experienced? [MAX 4 PTS]</p> <ul style="list-style-type: none"> a. Personal computer word processing [1] b. Personal computer spreadsheets [1] c. Personal computer flow charts [1] d. Personal computer graphics [1] e. None of the above [0] <p>7. With which of the following have you had experience? [MAX 12 PTS]</p> <ul style="list-style-type: none"> a. Contract Close-Outs [2] b. Cost accounting standards [2] c. Contract audit follow-up and reporting [2] d. Termination for convenience [2] e. Termination for default [2] f. Progress Payment Reviews [2] g. None of the above [0] <p>8. With which of the following have you regularly worked to analyze and resolve contractual problems? [MAX 5 PTS]</p> <ul style="list-style-type: none"> a. Contractors [1] b. Payment offices [1] c. Technical/Quality [1] d. DCAA [1] e. Buying activity [1] f. None of the above [0] <p>9. Which training classes have you attended and completed? [MAX 8 PTS]</p> <ul style="list-style-type: none"> a. Contract Pricing-CON 104 (formerly Principles of Contract Pricing) [2] b. Government Contract Law-CON 201 (formerly PPM-302) [2] c. Intermediate Post Award Contract Administration-CON 221 (formerly Contract Administration-PPM-304) [2] d. Defense Termination Settlement or similar [2] e. None of the above [0] <p>10. Which of the following correspondence have you prepared? [MAX 3 PTS]</p> <ul style="list-style-type: none"> a. Pre-Post negotiation Memorandums [1] b. Justification of a local contracting action in response to a higher level inquiry [1] c. Written materials for briefings or other presentations [1] d. None of the above [0] 	

Certification

I hereby certify that the information I have provided in this Questionnaire is complete and truthful I understand that falsification of this Questionnaire may result in disciplinary action up to and including removal

Signature

Date:

OVERSEAS ALLOWANCES AND BENEFITS INFORMATION - JOA #DCMDI-12-CS

Overseas allowances and benefits information is provided for the following location:

Saudi Arabia . PLEASE NOTE: Only items checked below apply.

☒ LENGTH OF TOUR: 1 year. (Possible extension of up to 5 years.)

☐ *Tax free living quarters allowance (LQA) of ____ to ____, based on grade and number of dependents. The LQA is payable to eligible civilian employees when government owned or rented quarters are not provided without charge at the employee's permanent duty station in a foreign area.

☒ Government quarters are provided at no charge to the employee.

☒ *25% Post Allowance (PA) is authorized. PA is a cost-of-living allowance. It reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.

☒ * 20 % Post Differential (PD) is authorized. PD provides added compensation to eligible employees stationed where environment, physical security, and living conditions are substantially different from those in the continental United States. PD is taxable.

☐ Concurrent transportation of dependents is authorized.

☒ Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.

☒ Shipment of 4500 pounds of household goods (HHGs) to the overseas area is authorized.
(NTS and HHGs shipment combined can not exceed 18,000 pounds.)

☒ One privately owned vehicle may/may not be shipped at government expense.

☒ Salary advance of 3 months is authorized. Advances may be made during the period 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.

☒ Home leave is accrued at the rate of 10 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.

☐ Return rights within DLA are mandatory.

☒ Return rights within DoD are mandatory.

☒ Real estate expenses are not authorized.

Note: An overseas sponsor will be appointed at the time of selection to provide more specific information. Further information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II.

*IS SUBJECT TO CHANGE WITHOUT NOTICE.

AS OF: 3/26/96